



COMMONWEALTH of VIRGINIA
Department for the Aging

[Click here to go to the Virginia Department for the Aging Home Page](#)

TABLE OF CONTENTS
AAA TUESDAY E-MAILING
April 22, 2008

SUBJECT	VDA ID NUMBER
<u>Stay At Home Toolkit</u> (Debbie Burcham)	08-93
<u>Relative Caregivers</u> (Ellen Nau)	08-94
<u>Money Follows the Person Demonstration Transition Coordinator</u> <u>Recruitment Training Information</u> (Molly Huffstetler and Ellen Nau)	08-95

Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



08-93

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Debbie Burcham, Chief Deputy Commissioner

DATE: April 22, 2008

SUBJECT: Stay at Home Toolkit

Attached is the ***Stay at Home Toolkit*** developed by the Virginia Department of Health. The toolkit addresses:

- What to do if you are sick with the flu
- When it is safe to return to work
- How to care for others who are sick with the flu

The Toolkit also includes a Disaster Preparedness Animal Supplies Checklist.

This is an excellent resource to have on hand and to use in training when helping people prepare for the flu season.

Attachment



Stay at Home Toolkit

for Influenza



Stay at Home Toolkit

Table of Contents

	<u>Page Number</u>
Section I-Prevention	2
• Preventing the Spread of Influenza	4
• Cover Your Cough	8
• Maintain a Healthy Mind and Body	10
• How to Use a Thermometer	13
• Formula for Disinfection	14
• Influenza Stay At Home Toolkits	16
	
Section II-Caregiving: Care for Families, Friends, Neighbors and Pets	18
• How to Care for Someone with Influenza	19
• Personal Care Log	23
• Disaster Preparedness Animal Supplies Checklist	26
• Guidance for Employees Returning to Work after Influenza Illness	29

Additional Resources are listed on the back cover of the Toolkit!

The following information and guidance was adapted and reprinted with permission of Public Health—Seattle & King County, WA and the Montgomery County, MD Department of Health and Human Services Public Health Services.

Some information was obtained from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention and the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

The guidance is based on current information from the Virginia Department of Health Pandemic Influenza Plan and is subject to change.

Prevention



Prevention

Preventing the Spread of Influenza

Basic Information on what household members can do to prevent the spread of flu.



Prevention



Preventing the Spread of Influenza

Preventing the Spread of Influenza (Flu)



Most persons with the flu will be able to remain at home while they are sick. They can care for themselves or be cared for by others who live in the household. This information is intended to help recognize the symptoms of influenza and recommend care for ill persons in the home, both during a typical influenza season and during an influenza pandemic.

At the outset of an influenza pandemic, a vaccine will not be available for several months. However, it's still a good idea to get seasonal flu vaccine (a shot or nasal mist) to protect from seasonal flu viruses.

For more information on seasonal flu vaccine contact your local health department or go to www.vdh.virginia.gov.

Know the *symptoms of Influenza*, which may include:

- | | |
|-------------------------|--|
| Sudden onset of illness | Fever higher than 100.4 degree Fahrenheit |
| Chills | Cough |
| Headache | Sore throat |
| Stuffy nose | Muscle aches |
| Feeling of weakness | Diarrhea, vomiting, abdominal pain and/or exhaustion occur more commonly in children |

Prevent the Spread of Illness in the Home

Flu can spread easily from person to person. Therefore, anyone living in or visiting a home where someone has influenza can become infected. For this reason, it is important to take steps to prevent the spread of influenza to others in the home.

What Caregivers Can Do

Caregivers need to separate flu patients from other people as much as possible. When practical, the ill person should stay in a separate room away from other persons. Other people living in the home should limit contact with the ill person as much as possible. One person in the household should be the main caregiver for the ill person. Ideally, this caregiver should be healthy and not have medical conditions that would put him or her at risk of severe influenza disease.

Medical conditions considered “high risk” include the following:

- | | |
|--|----------------|
| Pregnancy | Diabetes |
| Heart problems | Kidney disease |
| Disease or treatment that suppress the immune system | Age over 65 |
| Chronic lung diseases | |

(continued)

Preventing the Spread of Influenza

Watch for Influenza Symptoms in Other Household Members

If possible, contact your health care provider if you have questions about caring for an ill person. However, it may be difficult to contact your usual health care provider during an influenza pandemic. The Virginia Department of Health web site (www.vdh.virginia.gov) will provide frequent updates. If special telephone hotlines are used, these numbers will also be on the web site and announced through the media.



Personal protective equipment, such as masks, is used by health care professionals in the direct care of sick individuals. The CDC does not recommend the use of masks in general community settings. Schools, businesses, offices and communities should instruct students and employees to stay home if they are sick. Good habits such as the recommendations that follow are more effective means of combating the spread of the flu.

What Everyone in the Household Can Do:

- Wash hands with soap and water, or if soap and water are not available, use an alcohol-based cleanser/hand sanitizer (like Purell® or a store-brand) after each contact with a person with the flu or with objects in the area where the person is located. **WASHING YOUR HANDS IS THE SINGLE BEST PREVENTIVE MEASURE FOR EVERYONE IN THE HOUSEHOLD.**
- Do not touch your eyes, nose or mouth without first washing your hands for 20 seconds (sing *Happy Birthday* twice). Wash hands before and after using the bathroom.
- Wash dirty dishes either in a dishwasher or by hand with warm water and soap. It's not necessary to separate eating utensils used by a person with influenza.
- Laundry can be washed in a standard washing machine with warm or cold water and detergent. It is not necessary to separate soiled linen and laundry used by a person with influenza from other household laundry. Do not hold or carry the laundry close to your body or face in order to avoid contamination. Wash hands with soap and water after handling soiled laundry.
- Place tissues used by the ill person in a bag and throw it away with other household trash. Consider placing a bag at the bedside for this purpose.
- Clean counters, surfaces and other areas in the home regularly using everyday cleaning products.

Prevention



Preventing the Spread of Influenza

Prevent the Spread of Illness in the Community

Stay at home if you are sick. Ill persons should not leave the home until they have recovered because they can spread the infection to others.

In a typical flu season, persons with the flu should avoid contact with others for about five days after exposure to the illness. During an influenza pandemic, public health authorities will provide information on how long persons with influenza should remain at home.



You and your loved ones may want to use the Internet as a primary resource. The Internet can serve as a link to outside resources such as: up-to-date information on influenza, medical and social services, and access to food delivery services. The Internet will help reduce the spread of influenza by allowing ill persons to stay at home.

If the ill person must leave home (for medical care, for example), he or she should do the following:

- Cover mouth and nose when coughing and sneezing, using tissues or crook of the elbow instead of the hands.
- Use tissues to contain mucous and watery discharge from the mouth and nose.
- Dispose of tissues in the nearest waste bin after use or carry a small plastic bag (like a zip-lock bag) for used tissues.
- Wash hands with soap and water or use an alcohol-based hand cleanser after covering your mouth for a cough or sneeze, after wiping or blowing your nose and after handling contaminated objects and materials, including tissues.
- During an influenza pandemic, only people who are essential caregivers should enter a home where someone is ill with pandemic influenza unless they have already had influenza.
- If other persons must enter the home, they should avoid close contact with the person and use the infection control precautions recommended on this page.

Prevention

Cover Your Cough

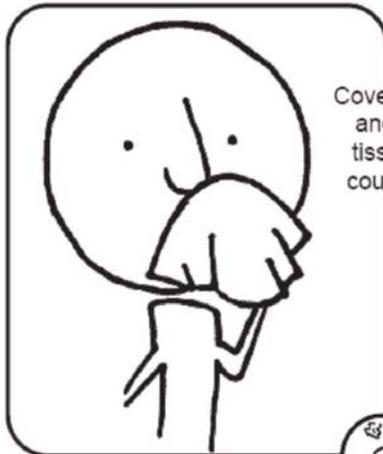
Techniques everyone should use to limit the spread of infection when you cough or sneeze.



Cover your Cough

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or cough or sneeze into your upper sleeve, not your hands.

Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash with soap and water

or clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us



Minnesota
Antibiotic
Resistance
Collaborative



Prevention

Maintain a Healthy Mind and Body

Important information on how to keep yourself and others mentally and physically healthy during influenza.



Maintain a Healthy Mind and Body

Things to remember when trying to understand an influenza outbreak or pandemic:

- It is normal to worry about yourself and your family's safety.
- Everyone is touched by an influenza outbreak or pandemic.
- Grief and anger are normal reactions.
- Focusing on your strengths will help you heal.
- Everyone has different needs and different ways of coping.

Common reactions that may occur during an influenza outbreak or pandemic:

- Difficulty talking, sleeping, walking and concentrating
- Increased irritability
- Depression, sadness, mood swings and crying easily
- Feelings of helplessness
- Worries about loss of income and job protection, especially if asked to stay at home for an extended period of time
- Concerns about those who depend on you for care
- Fears of separation from life activities
- Feeling a lack of control, especially when control is entirely in the hands of others
- Increased boredom



How to keep healthy when staying at home:

- Learn as much as you can about flu, and be aware of normal reactions during a flu outbreak or pandemic.
- Keep to your usual routine as much as possible.

Maintain a Healthy Mind and Body

- Have activities on hand that can prevent boredom (games, toys, etc.) and keep your mind active.
- Contact a mental health professional before, during and after an influenza outbreak or pandemic. If self-help strategies are not helping or if you find that you are using drugs/alcohol in order to cope.
- Keep your living space as comfortable as possible.
- Get plenty of sleep, try to exercise, eat healthy and relax.
- Establish a family emergency plan (in case of pandemic flu) that includes where to meet if you become separated, and important phone numbers.



Pay Special Attention to Children

- Let children know it is okay to feel upset when something scary happens.
- Encourage children to express feelings and thoughts, without making judgment.
- Enjoy your child and take part in activities together.
- Turn off the TV and radio, especially if the news makes you worried. If you are worried your child can sense it.

Sources:

Centers for Disease Control and Prevention, Substance Abuse and Mental Health Services Administration. ZERO TO THREE: *Little Listeners in an Uncertain World*, www.zerotothree.org/coping. Myers, D. G. (1985).

Helping the helpers: A training manual. In D. M. Hartsough & D. G. Myers (Eds.), *Disaster Work and Mental Health: Prevention and Control of Stress Among Workers* (DHHS Publication No. ADM 85-1422, pp. 45-149). Rockville, MD: NIMH. Flynn, B (1987).

Returning home following disaster work. In *Prevention and Control of Stress Among Emergency Workers: A Pamphlet for Team Managers* (DHHS Publication No. ADM 90-1497, pp. 6-9). Rockville, MD: NIMH.

Prevention

How to Use a Thermometer

Tips on using an oral digital thermometer.



How to Use a Thermometer

Use a digital thermometer, with numbers, not the old kind of thermometer with mercury and a silver or red line. Old thermometers that contain mercury are a danger to the environment and to human health and should be disposed of properly.

Oral Use (basic digital thermometer only)



- Place the end of the thermometer well under the tongue. The mouth should remain closed. Do not bite the thermometer.
- Remove the thermometer from the mouth when you hear “beep” sounds.
- Read the numbers on the screen. Normal temperature is 98.6 degrees.

Underarm Use

- Place the end of the thermometer in the armpit so that the probe touches the skin hold the arm next to the body.
- Remove the thermometer, when you hear “beep” sounds.
- Read the numbers on the screen. Normal temperature is 98.6 degrees.

Note: Rectal use is recommended for babies and young children. Instructions for this method are in the thermometer package. There are times when you may have to take an adult’s temperature rectally.

How to clean the thermometer

- Use alcohol wipes or a cotton ball (saturated with 70% Isopropyl Alcohol or Rubbing Alcohol).
- Rub the alcohol wipe over the entire thermometer.
- Dry the thermometer with a clean dry cloth or cotton ball.
- NEVER return an unclean thermometer to the storage case.

Note: If taking many temperatures use a plastic cover for the end of the thermometer. DO NOT reuse thermometer covers.

Prevention

5

Formula for Disinfection

It is important to clean surfaces such as counters, toilets and sinks, railings, telephones, computer keyboards and mouse, remote controls and other common surface areas in your house.

Disinfectant	Recommended Use	Precautions
<p>Household bleach may be used in a 1 to 10 ratio with water. For example, to make approximately 1 quart of disinfectant: mix 1/3 cup bleach with 3 and 1/3 cups water.</p> <p>To protect the disinfectant properties of bleach, store it in an opaque container, avoid exposure to sunlight. Remix daily for maximum effectiveness.</p> <p>Clorox® surface spray is a good pre-mixed alternative.</p> <p>Surface disinfecting wipes are also a suitable substitute.</p>	<p>Disinfection of material contaminated with blood and body fluids.</p>	<p>Should be used in well-ventilated areas.</p> <p>Gloves and protective clothing required while handling and using undiluted bleach.</p> <p><u>DO NOT</u> mix with strong acids or ammonium-based products to avoid release of noxious fumes.</p> <p>Corrosive to metals.</p>
<p>Alcohol: E.G. Isopropyl (rubbing alcohol) 70% or ethyl alcohol 60%.</p> <p>Purell® or a similar waterless antibacterial hand hygiene cleaner may be used for hand hygiene purposes.</p>	<p>Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.</p>	<p>Flammable and toxic. To be used in well-ventilated areas. Avoid breathing the fumes.</p> <p>Keep away from heat sources, electrical equipment, flames and hot surfaces.</p>



Prevention

Influenza Stay at Home Toolkits

*A list of suggested items that should
be in an emergency toolkit.*



Influenza Stay At Home Toolkits



Recommended items to include in a home emergency kit:



- **Thermometer (digital preferred)**—information on taking your temperature and cleaning a thermometer is included in this kit
- **Alcohol wipes or cotton balls that are saturated with 70% Isopropyl Alcohol or Rubbing Alcohol (to clean the thermometer)**
- **Fever-reducing medication (Motrin®, Advil™, or Tylenol™)**—take as directed by a physician
- **Juices & liquids**—hydration is important
- **Bleach**—formula for disinfection is included in this kit
- **Plastic/paper utensils, plates, cups, and napkins**—to avoid the need to wash dishes used by person (s) with influenza
- **Tissues**—in order to contain respiratory secretions. Dispose in nearest waste receptacle after use
- **Soap and water**—for hand washing
- **Hand sanitizer (like Purell®)**—to be used if hand washing facilities are not available
- **Trash bags**—to dispose of waste products (e.g., tissues, plastic and paper products)
- **Surgical (with ties) or procedure mask (with ear loops), one for each person in the household**—Use only if recommended by the U.S. Centers for Disease Control and Prevention.
- **Emergency kit**—stockpile several weeks of essential supplies (food, water, medications, etc). See Virginia Department of Emergency Management’s web site for an example of the kit . www.vdem.state.va.us
- **Develop list of Internet resources**— for possible delivery of goods and services to your home (e.g., groceries, medical products)

Caregiving

Care for Families, Friends, Neighbors and Pets



Caregiving

How to Care for Someone with Influenza

Tips and suggestions on methods to care for someone who has the flu.



Caregiving



How to Care for Someone with Influenza

During a severe influenza outbreak or pandemic, when people are infected worldwide, the media and healthcare providers will tell residents of Virginia how to obtain medical advice and care. **The following information is a general guide and is not intended to take the place of medical advice from a healthcare provider.**

Monitoring and Comforting

Keep a care log of date, time and observations. Record the following information about the ill person at least once each day or more often as symptoms change.

Please see enclosed care log (Caregiving Sheet #2).

- Check the person's temperature using a digital thermometer
- Check the person's skin for color (pink, pale or bluish) and rash
- Record the approximate quantity of liquids consumed each day and through that night
- Record how many times the ill person urinates each day and the color of the urine (clear to light yellow, dark yellow, brown or red)
- Record all medications, dosages and times given

Keep tissues and a trash bag for their disposal within reach of ill person.

Remember that fever is a sign that the body is fighting the infection. It will go away as the person gets better. Sponging with lukewarm (wrist-temperature) water may lower the person's temperature, but only during the period of sponging.

Do not sponge with alcohol.

Watch for complications of influenza. Complications are common in individuals with health conditions such as diabetes, heart disease and lung problems, but may occur with anyone who has the flu. **If the ill person develops any of the following complications, seek medical attention immediately.**

- Difficulty breathing, fast breathing, or bluish color to the skin or lips
- Coughing up blood
- Signs of dehydration and inability to take enough liquids
- Difficulty responding or communicating appropriately or appears confused
- Convulsions (seizures)
- Gets worse after appearing to improve
- Is an infant younger than 2 months with fever, poor feeding, urinating less than three times per day or other signs of illness

(continued)

Caregiving



How to Care for Someone with Influenza

Medications

Use ibuprofen (Advil™ or Motrin®) or acetaminophen (Tylenol™) or other measures, as recommended by your healthcare provider, for fever, sore throat and general discomfort. **Do not use aspirin in children or teenagers** because it can cause Reye's syndrome, a life-threatening illness.

Liquids and Nutrition

If the person is **not** vomiting, offer small amounts of liquids frequently to prevent dehydration, even if he or she does not feel thirsty. If the ill person is not eating solid foods, alternate among liquids that contain sugars and salts, such as broth or soups, sports drinks like Gatorade® (diluted half and half with water), Pedialyte® or Lytren® (undiluted), ginger ale, cola and other sodas, but not diet drinks or drinks with high amounts of caffeine. Regular urination is a good sign of adequate hydration.

Recommended minimum daily liquid intake, if not eating solid food:

Young children-1 ½ oz. per pound of body weight per day (multiply 1.5 times the weight of the child). Examples:

- A 10 lb. child needs approximately 15 oz. fluid per day
- A 20 lb. child needs approximately 30 oz. fluid per day

Older children and adults-1 ½ to 2 ½ quarts per day (3-5 8 oz. cups or 2-3 12 oz cans or bottles)

If the person **is** vomiting, do not give any liquid or food by mouth for at least one hour. Let the stomach rest. Next, offer a clear liquid, such as water, weak tea, ginger ale or broth in very small amounts. Start with one teaspoon to one tablespoon of clear liquid every 10 minutes. If the person vomits, let the stomach rest again for an hour. Then, try to give small frequent amounts of clear liquid. When there is no vomiting, gradually increase the amount of liquid offered and use liquids that contain sugars and salts. After six to eight hours of a liquid diet without vomiting, add solid foods that is easy to digest, such as saltine crackers, dry toast, soup, mashed potatoes or rice. Gradually return to a regular diet.

Babies who are breast-fed and vomiting can continue to nurse. Let your baby nurse more often by breastfeeding for four to five minutes every 30-45 minutes or by offering small amounts (1/2 ounce or less at a time) of Pedialyte® or Lytren® on its own every 10 minutes in a bottle.

Caregiving

1

How to Care for Someone with Influenza

Those ill with the flu should avoid drinking alcohol and using tobacco

Watch for the Following Signs of Dehydration or Not Drinking Enough Liquids:

- Weakness or unresponsiveness
- Decreased saliva/dry mouth and tongue
- Sunken eyes
- Skin tenting or turgor: check this by picking up layers of skin between your thumb and forefinger and gently pinching for one second. When released, the skin will normally flatten out into its usual shape right away. If the person is dehydrated, the skin will “tent” or take two more seconds to flatten out. This is best checked on the belly skin of a child and on the upper chest of an adult.
- Infants: dehydration symptoms would be fewer than three wet diapers in the past 24 hours.
- Decreased output of urine, which becomes dark yellow in color from dehydration. Ill persons who are getting enough liquids should urinate at least every 8-12 hours.
- If the ill person is dehydrated, give sips or spoonfuls of liquids frequently over a four-hour period. Watch for an increase in urination, a lighter color of urine and improvement in the person’s overall condition.

Dehydration in infants and the elderly can be dangerous. Seek medical attention immediately if symptoms continue to worsen.

Maintain a Healthy State of Mind

- Keep the ill person as comfortable as possible. **Rest is important.**
- Tell your family why people might be asked to stay at home.
- Tell your family that normal reactions to a stressful event are feelings such as: nervousness, grief, anger, sleeplessness and sadness.
- Contact a mental health professional before, during and after an influenza outbreak or pandemic, if self-help strategies are not helping, or if you find that you are using drugs/alcohol in order to cope.



For Children:

- Let the child know that it is okay to feel upset when something bad or scary happens.
- Encourage the child to express feelings or thoughts, without making judgments.
- **Return to daily routines as much as possible.**

Caregiving

Personal Care Log

*A table for tracking a person's health
during the flu.*



Caregiving

2

Personal Care Log

Influenza Care Log

(Copy, fill out and bring log sheets to health care provider visits)

Name _____

Name of health care provider _____

Date	Time	Observations*	Temperature	Medications

*Any symptoms such as coughing, confusion, how the person looks; what the person is doing; liquids or foods taken since last observation.

Caregiving

2

Personal Care Log

Influenza Care Log

(Copy, fill out and bring log sheets to health care provider visits)

Name _____

Name of health care provider _____

Date	Time	Observations*	Temperature	Medications

*Any symptoms such as coughing, confusion, how the person looks; what the person is doing; liquids or foods taken since last observation.

Caregiving

Animal Supplies Checklist

*Resource information on taking care of a pet
during an emergency.*



Caregiving

3

Disaster Preparedness Animal Supplies Checklist

DISASTER PREPAREDNESS ANIMAL SUPPLIES CHECKLIST

PREPARE YOUR DISASTER KIT TODAY!



FOOD

- Keep at least one week's supply stored in airtight containers
- Rotate food every three months
- Include a can opener, spoon and an extra bowl



WATER

- Keep at least two weeks' supply stored in airtight containers
- Rotate water every two months
- Include an extra bowl



IDENTIFICATION

- Animals should always wear a collar and tag
- Identify your animal permanently with a microchip
- Keep current photos of your animals
- Include yourself in some photos as proof of ownership



FIRST AID/MEDICATION

- Prepare or buy a basic animal first aid kit and book
- Include at least one week's supply of any long-term medications
- Create a collar tag indicating medical needs



CLEANING SUPPLIES

- Prepare a small container of dish soap and disinfectant
- Include several rolls of paper towels and plastic bags

E • A • R • S



EMERGENCY ANIMAL RESCUE SERVICE
NO ANIMAL LEFT BEHIND!

Caregiving

3

Disaster Preparedness Animal Supplies Checklist

DISASTER PREPAREDNESS ANIMAL SUPPLIES CHECKLIST

SPECIES-SPECIFIC NEEDS



BIRDS, REPTILES & RABBITS

- At least one week's supply of cage liners
- A long-handled net, heavy towel and blanket
- A flashlight and extra batteries
- Extra water bottles or bowls
- An evacuation cage or carrier



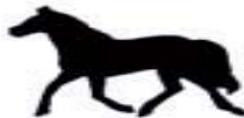
DOGS

- Pooper scooper and/or small plastic bags
- Collapsible crate or kennel
- Harness, leash and cable/screw stake



CATS

- Extra litter box and scooper
- One week's supply of litter
- Small plastic airline kennel
- Harness and leash



HORSES, SWINE & CATTLE

- Halter and lead rope for each animal
- Extra feeding bucket, water trough, salt lick and tie-out rope
- Clean garbage cans for large quantities of water
- Two weeks' supply of bedding materials
- Fence panels to create smaller enclosures
- Manure fork



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(916) 429-2457 tel
(916) 429-2456 fax
www.uan.org web
info@uan.org email

Caregiving

Guidance for Employees Returning to Work After Influenza Illness

*Suggestions for someone who recently recovered from the flu
and is returning to work.*



Caregiving



Guidance for Employees on Returning to Work after Influenza Illness

Overview of Influenza (Flu) Virus Symptoms

Flu viruses are spread from person to person primarily when an infected person coughs or sneezes in close proximity, normally three feet or less, to an uninfected person. The virus may also spread through contact with infectious or contagious fluids from the nose or mouth by touching the hands of a person infected or by touching objects or surfaces contaminated with the virus.

The typical incubation period, the time between when a person is first exposed to an infectious disease to when signs and symptoms develop, for seasonal influenza is one to four days, with an average of two days. Adults can be infectious from the day before symptoms begin through approximately five to seven days after illness onset. Children can be infectious for more than 10 days after the onset of symptoms. Severely immunocompromised persons can be infectious for weeks or months.



Current Criteria for Employees Returning to Work after Seasonal Influenza

Workers who have become ill with the flu should stay at home until all of the following criteria are met:

- At least five days have passed since the symptoms of illness began; AND
- Fever has resolved and has not been present for at least 24 hours; AND
- Cough is improving (decreasing in frequency and amount of secretions with no associated chest discomfort or shortness of breath).

Upon returning to the work environment, employees should continue to follow cough etiquette and hand washing protocols. (See *Cover Your Cough*-Prevention page 8.)

Criteria for Pandemic Influenza

Experts do not know whether the mode of transmission, incubation period, or contagious period of a pandemic flu virus will be similar to those of the regular seasonal influenza. Because of this, employers must be alert to specific recommendations from the Virginia Department of Health during an influenza pandemic. Management of illness in the workplace, including when it is safe for workers to return to the work, will be communicated through various news media as necessary. For the most current information contact your local health department or visit www.vdh.virginia.gov.

Stay at Home Toolkit

Resources

Virginia Department of Health

www.vdh.virginia.gov

Virginia Department of Emergency Management

www.vdem.virginia.gov

American Red Cross

www.redcross.org

Centers for Disease Control and Prevention

www.cdc.gov

The Humane Society of the United States

www.hsus.org

World Health Organization

www.who.org



VDH VIRGINIA
DEPARTMENT
OF HEALTH
Protecting You and Your Environment

Local Health Districts

Alexandria Health District
Alexandria City H.D.
4480 King St.
Alexandria, VA 22302

Alleghany Health District
Botetourt County H.D.
21 Academy St.
Fincastle, VA 24090

Arlington Health District
Arlington County H.D.
800 S. Walter Reed Drive
Arlington, VA 22204

Central Shenandoah Health District
Augusta County/ Staunton H.D.
1414 N August St.
Staunton, VA 24402

Central Virginia Health District
Lynchburg City H.D.
1900 Thomson Dr.
Lynchburg, VA 24505

Chesapeake Health District
Chesapeake City
748 Battlefield Blvd
Chesapeake, VA 23320

Chesterfield Health District
Chesterfield County H.D.
9501 Lucy Corr Circle
Chesterfield, VA 23832

Chickahominy Health District
Hanover County
12312 Washington Hwy
Ashland, VA 23005

Crater Health District
Petersburg City
301 Halifax St.
Petersburg, VA 23804

Cumberland Plateau Health District
Russell County
155 Rogers St.
Lebanon, VA 24266

Eastern Shore Health District
Accomack County
23191 Front St.
Accomac, VA 23301

Fairfax Health District
Fairfax County HD
10777 Main St.
Fairfax, VA 22030

Hampton Health District
Hampton City
3130 Victoria Blvd
Hampton, VA 23661-1588

Henrico Health District
Henrico County - West End Clinic
8600 Dixon Powers Dr.
Richmond, VA 23228

Lenowisco Health District
Wise County/ Norton
134 Roberts Ave. SW
Wise, VA 24293

Lord Fairfax Health District
Winchester County/ Frederick City
150 Commercial St.
Winchester, VA 22601

Loudoun Health District
Loudoun County
1 Harrison Street SE
Leesburg, VA 20177

Mount Rogers Health District
Smyth County
201 Francis Marion Lane
Marion, VA 24354

New River Health District
Montgomery County
210 South Pepper St.
Christianburg, VA 24073

Norfolk Health District
Norfolk City
830 Southampton Ave.
Norfolk, VA 23510

Peninsula Health District
Newport News City
16 J Clyde Morris Boulevard
Newport News, VA 23601

Piedmont Health District
Prince Edward County
111 South St.
Farmville, VA 23901

Pittsylvania/ Danville Health District
Danville City HD
326 Taylor Dr.
Danville, VA 24541

Portsmouth Health District
Portsmouth City HD
1701 High St.
Portsmouth, VA 23704

Prince William Health District
Prince William County
Lee Avenue Branch
9301 Lee Ave.
Manassas, VA 20110

Rappahannock Health District
Fredericksburg City
608 Jackson St.
Fredericksburg, VA 2240

Rappahannock/Rapidan
Health District
Culpeper County
640 Laurel St.
Culpeper, VA 22701

Richmond City Health District
Richmond City
900 East Marshall St.
3rd floor
Richmond, VA 23219

Roanoke Health District
Roanoke City
515 Eighth St. SW
Roanoke, VA 24016

Southside Health District
Mecklenberg EH Office
434 Washington Street
P.O. Box 560
Boydton, VA 23917

Thomas Jefferson Health District
Albemarle County/Charlottesville City
1138 Rose Hill Dr.
Charlottesville, VA 22903

Three Rivers Health District
Middlesex County
2780 Puller Highway
Saluda, VA 23149

Virginia Beach Health District
Virginia Beach City
4452 Corporation Lane,
Virginia Beach, VA 23462

West Piedmont Health District
Henry County/ Martinsville
295 Commonwealth Boulevard
Martinsville, VA 24114

Western Tidewater Health District
Suffolk City
1217 North Main St.
Suffolk, VA 23439



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Human Services Program Coordinator

DATE: April 22, 2008

SUBJECT: Relative Caregivers

Kinship Care Initiative Statewide Task Force and Information Network

2:00 P.M. April 24, 2008. Meeting sites include the Virginia Department for the Aging Conference Room as well as video conferencing from Mountain Empire Older Citizens, Inc. (Contact Julia Trivett Dillon 276-523-4208), Radford University (Contact: Elizabeth Deskins edeskins@Radford.edu), and Fairfax County Government Center (Contact: Betsy Pugin 703-324-5411. Agenda: Planning relative care web information.

Bringing Two Cultures Together – What to Expect When Working with Latino Relative Caregivers”

Wednesday, April 23, 2008
Noon – 1PM
On The Brookdale Website RAPP Private Page!

Urban communities and many rural areas across the country are populated by families originating from Mexico, the Caribbean islands, Central America and Latin America. Families of Hispanic or Latino origin currently make up 14% of the US population, projected to reach as high as 30% by the year 2050. The needs and expectations of Latino kinship caregivers are influenced by family traditions and child-raising customs,

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Page 2 of 2

regional language differences, community life including religious life, gender roles, immigration status and more. When planning and implementing programs with Latino caregiver families, assessing these factors and partnering closely with the population help shape effective outreach and programming. The KARE Family Center in Tucson, Arizona serves about 1400 families a year; in 2006 45% of the families served were of Latino origin. Join us for tips on strategies and communication styles that can lead to successful, participatory programming.

UnitedHealthcare Children's Foundation Grants

The UnitedHealthcare Children's Foundation announced the availability of new grants to help children who need critical health care treatment, services or equipment that are not covered or not fully covered by their parents' health benefit plans. Grants of up to \$5,000 are available to help families pay for child health care services such as physical therapy and medical equipment such as wheelchairs and eyeglasses. Parents and legal guardians may apply by completing an online application available at the UnitedHealthcare Children's Foundation website - www.uhccf.org.

May 7 GrandRally

On May 7, 2007, hundreds of grandparents and other relatives raising children will gather at the U.S. Capital to highlight their important role in raising children and their need for help from family, friends, state and national organizations, and elected officials. This Third National GrandRally for Grandparents and Other Relatives Raising Children is co-sponsored by Generations United, AARP, Child Welfare League of America, Children's Defense Fund, GrandFamilies of America, and the National Committee of Grandparents for Children's Rights. For more information about the GrandRally, visit www.grandrally.org



08-95

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Molly Huffstetler and Ellen Nau

DATE: April 22, 2008

SUBJECT: Money Follows the Person Demonstration Transition Coordinator
Recruitment Training Information

Attached is a memo inviting community agency administrators to one of two information and training videoconferences related to enrolling as a Transition Coordination provider for the Money Follows the Person initiative. This information may be useful to you as you consider your agencies role in the initiative.

Attachment



COMMONWEALTH of VIRGINIA

Department of Medical Assistance Services

PATRICK W. FINNERTY
DIRECTOR

SUITE 1300
600 EAST BROAD STREET
RICHMOND, VA 23219
804/786/7933
800/343-0634 (TDD)
www.dmas.virginia.gov

April 3, 2008

Dear Long-Term Care Colleagues:

This memo is to invite community agency administrators to one of two information and training videoconferences related to enrolling as a Transition Coordination provider for the *Money Follows the Person (MFP)* initiative. Since receiving approval from the Centers of Medicare and Medicaid Services in May of 2007, the Department of Medical Assistance Services (DMAS) has been working towards the implementation of the MFP project. This initiative will give individuals living in nursing facilities, Intermediate Care Facilities for people with Mental Retardation (ICF/MR), and long-stay hospitals more informed choices and options about transitioning into a more integrated community setting. The goal of the MFP project is to provide individuals with options about where they live and receive services, promote quality care through person-centered practices, and ensure continual improvement in the quality management system of home and community-based waiver services. The MFP Project is a statewide initiative with an anticipated launch of July 2008.

This videoconference is designed for executive and administrative staff of potential provider agencies to provide an overview of the MFP Project and information to become a Medicaid provider of *Transition Coordination* including the requirements and process to enroll as a provider. The session will also include a description of transition coordination and the role of provider agencies related to the provision of case management and transition coordination, including the billing procedures. Attached is a listing of the conference sites and dates, as well as the registration form.

Please mail **or** fax your registration as designated on the registration form. The completed registration form must be received in our office **five (5)** business days prior to the scheduled seminar. **You will be contacted only if we are unable to accommodate your registration request.** Seminar registrations **will not** be accepted by phone.

People needing reasonable accommodations, should contact the Department of Medical Assistance Services at least two weeks prior to the seminar at (804) 692-3267. Accommodations will be provided upon request.

We look forward to your participation in our MFP Training. If you have any questions regarding these sessions, please contact Jason Rachel, MFP Project Director, at (804) 225-2984.

Thank you.

For directions to locations, we suggest you use a web-based map service, such as:

www.mapquest.com
maps.lycos.com

www.mapblast.com
www.expedia.com

maps.yahoo.com

Sites for April 30th Training
Registration 8:30 AM
Videoconference 9:00 AM – 12:00 PM

DISTRICT/OFFICE	LOCATION	STREET ADDRESS	CITY	ZIP	PHONE
Alexandria	Alexandria Health Dept	4480 King Street	Alexandria	22314	703-838-4400
Alleghany	Covington-Alleghany Health Dept	312 Beach St	Covington	24090	540-962-2173
Crater	Petersburg Health Dept	301 Halifax St	Petersburg	23803	804-863-1652
Eastern Shore	Accomack Health Dept	23191 Front St	Accomack	23301	757-787-5888
Hampton	Victoria Health Dept	3130 Victoria Boulevard	Hampton	23661	757-727-1172
Lenowisco	Gate City-Scott County Health Dept	Suite 1 Beach Street	Gate City	24251	276-328-8000
Lord Fairfax	Paige County Health Dept	75 Court Lane	Luray	22835	540-545-0989
Loudoun	Leesburg Health Dept	102 Heritage Way	Leesburg	20177	703-771-5509
Mount Rogers	Marion Health Dept	605-15 Pine Street	Hillsville	24343	276 781-7450
New River	Radford Health Dept	212 Third Avenue	Radford	24141	540-320-3677
Norfolk	Norfolk Health Dept	830 Southampton Ave	Norfolk	23501	757 683-2754
Piedmont	Farmville Health Dept	111 South St. 1st Fl	Farmville	23901	434-392-3984
Thomas Jefferson	Charlottesville Health Dept	1138 Rose Hill Drive	Charlottesville	22906	434-972-6211
Richmond	Vital Records - Willow Lawn	1601 Willow Lane Drive	Richmond	23230	804-662-6218
West Piedmont	Martinsville Health Dept	295 Commonwealth Blvd	Martinsville	24114	276-638-2311

Sites for May 14th Training
Registration 8:30 AM
Videoconference 9:00 AM – 12:00 PM

DISTRICT/OFFICE	LOCATION	STREET ADDRESS	CITY	ZIP	PHONE
Alexandria	Alexandria Health Dept	4480 King Street	Alexandria	22314	703-838-4400
Alleghany	Covington - Alleghany Health Dept	312 Beach St	Covington	24090	540-962-2173
Eastern Shore	Accomack Health Dept	23191 Front St	Accomack	23301	757-787-5888
Hampton	Victoria Health Dept	3130 Victoria Boulevard	Hampton	23661	757-727-1172
Lord Fairfax	Paige County Health Dept	75 Court Lane	Luray	22835	540-545-0989
Loudoun	Leesburg Health Dept	102 Heritage Way	Leesburg	20177	703-771-5509
Mount Rogers	Marion Health Dept	605-15 Pine Street	Hillsville	24343	276-781-7450
New River	Radford Health Dept	212 Third Avenue	Radford	24141	540-320-3677
Piedmont	Farmville Health Dept	111 South St. 1st Fl	Farmville	23901	434-392-3984
Roanoke City	Roanoke City Health Dept	515 8th St., SW	Roanoke	24016	540-857-7600
Thomas Jefferson	Charlottesville Health Dept	1138 Rose Hill Drive	Charlottesville	22906	434-972-6211
Virginia Beach	Virginia Beach Health Dept	4452 Corporation Lane	Virginia Beach	23462	757-518-2777
Richmond	Vital Records - Willow Lawn	1601 Willow Lane Drive	Richmond	23230	804-662-6218
West Piedmont	Martinsville Health Dept	295 Commonwealth Blvd	Martinsville	24114	276-638-2311

Due to limited capacity we request no more than **two** registrants per provider

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
Money Follows the Person/Transition Coordination Training
REGISTRATION

PROVIDER NAME/NUMBER: _____

PROVIDER ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

DATE	LOCATION	NAME OF REGISTRANT

Due to limited capacity we request no more than two registrants per provider

Please return to:

DEPT. OF MEDICAL ASSISTANCE SERVICES
Training Unit
600 E. Broad St, Suite 1300
Richmond, VA 23219

FAX: (804) 786-6229 or (804) 225-4393

INFORMATION: (804) 225-2984